

### INSTRUCTIONS FOR FILING A LATE RENEWAL

You may file for late renewal by submitting payment of the renewal fee, a late penalty of \$50 (total required for a salesperson - \$150; total required for a broker - \$200) and this form, properly completed by licensee and broker (if applicable), provided the fees and form are remitted no later than six months after the license expiration date. You may combine all fees into one check made payable to KREC or Kansas Real Estate Commission.

Note: If you work at more than one real estate office, please contact Norma Rolfe at the Commission for additional instructions and appropriate fees.

Submit the completed form and fees to: **Kansas Real Estate Commission, Three Townsite Plaza, Suite 200, 120 SE 6<sup>th</sup> Ave., Topeka, KS 66603-3511.** If you have any questions regarding filing for late renewal, contact Norma Rolfe at (785) 296-3413 or e-mail [Norma.Rolfe@krec.state.ks.us](mailto:Norma.Rolfe@krec.state.ks.us).

## APPLICATION FOR LATE RENEWAL

LICENSEE'S NAME: \_\_\_\_\_

LICENSE #: \_\_\_\_\_ SOCIAL SECURITY #: \_\_\_\_\_

RESIDENCE ADDRESS: \_\_\_\_\_  
(If a PO Box is used, street or RR must also be shown) (City) (State) (Zip Code)

RESIDENCE PHONE: (\_\_\_\_\_) \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

PLEASE RENEW MY LICENSE ON: INACTIVE STATUS ☐  
ACTIVE STATUS ☐----- (Company section below **must** be completed)

☐ Yes ☐ No **Have you performed any real estate activities since the expiration date of your license?** If yes, attach an explanation describing your activities, including a list of all listings, pending and closed transactions. The list of activities must include the date of the listing, the date of the contract, the names of the parties to the contract, and the status of the transaction.

DATE \_\_\_\_\_ SIGNATURE OF LICENSEE \_\_\_\_\_

### TO BE COMPLETED BY SUPERVISING/BRANCH BROKER

The following section **must** be completed in order to process the renewal on active status.

COMPANY NAME: \_\_\_\_\_

COMPANY ID #: \_\_\_\_\_ E-MAIL ADDRESS: \_\_\_\_\_

COMPANY ADDRESS: \_\_\_\_\_  
(If a PO Box is used, street or RR must also be shown) (City) (State) (Zip Code)

COMPANY PHONE #: (\_\_\_\_\_) \_\_\_\_\_ COMPANY FAX #: \_\_\_\_\_

IF THE ABOVE SHOWN LICENSEE IS A BROKER, INDICATE THE TYPE OF BROKER LICENSE TO BE ISSUED:

☐ SUPERVISING BROKER ☐ BRANCH BROKER

DATE \_\_\_\_\_ SIGNATURE OF SUPERVISING/BRANCH BROKER \_\_\_\_\_

LICENSEE'S NAME: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

☐ Yes ☐ No 1. Has there ever been a denial, revocation, suspension, or any other

disciplinary action taken by the state of Kansas or any other jurisdiction against any professional or occupational license held by you? If yes, attach a copy of the order and an explanation including the name of the state or jurisdiction, discipline dates and reasons.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

☐ Yes ☐ No 2. Have you been convicted of a criminal offense or is there any criminal

charge now pending against you (other than minor traffic violations) ? If yes, provide the date, offense or pending charge, court location and case number and attach a copy of the charges, any order of conviction, sentencing, and any release from probation or parole. This includes misdemeanors.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: If you answered any question "Yes" and you have previously provided to the Commission the documentation requested, you do not need to submit additional copies of the information.**

In accordance with the provisions of the Kansas Real Estate Brokers' & Salespersons' License Act, I hereby make application for renewal of the license indicated above and enclose the statutory fee.

\_\_\_\_\_  
Licensee Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
License Number

## CONTINUING EDUCATION REQUIREMENTS

If your license number is prefaced by **BR**: To renew on active status, 12 hours must be completed by the renewal due date. Of this 12 hours, a minimum of 6 mandatory hours must be from the courses entitled "Required Salesperson and Broker Core" (Course Code Prefix: M) and "Required Broker Core" (Course Code Prefix: MB).

If your license number is prefaced by **SP**: To renew on active status, 12 hours must be completed by the renewal due date. Of this 12 hours a minimum of 3 mandatory hours must be from the course entitled "Required Salesperson and Broker Core" (Course Code Prefix: M).

If your license number is prefaced by **SA**: Due to the recent conversion of your license from a temporary to a standard salesperson, no additional hours are required at this renewal.

**To check the current hours on record and the hours needed for renewal, visit our website at [www.accesskansas.org/krec](http://www.accesskansas.org/krec). Click on the "Check CEU" tab.**

## LATE RENEWAL

Failure to file by the due date will automatically cancel your license on its expiration date. You may have your license reinstated and renewed by the payment of the required renewal fee and a late fee of \$50, if such fees and an Application for Late Renewal form are received by the Commission not later than six months following the expiration date of your license.

## NON-RESIDENT EDUCATION

Hours taken to meet the continuing education requirements of your resident state will be accepted for Kansas **elective** hours only as follows:

**Brokers**: May use a maximum of 6 non-resident hours toward the 12 hours required for active renewal; provided (1) the hours were taken during the current Kansas renewal period; (2) certificates of completion are filed by the renewal due date; and (3) the education completed is not a pre-license course.

**Salespersons**: May use a maximum of 9 non-resident hours toward the 12 hours required for active renewal; provided (1) the hours were taken during the current Kansas renewal period; (2) certificates of completion are filed by the renewal due date; and (3) the education completed is not a pre-license course.

**NO WAIVERS**: Although hours may be waived in the state of your residence, they WILL NOT be waived for Kansas license renewal.

## INACTIVE STATUS

You may renew on inactive status without having any hours of continuing education on record.

IF YOUR LICENSE HAS BEEN ON INACTIVE STATUS FOR MORE THAN TWO YEARS, but less than five years, you will be required to take continuing education hours in addition to the hours required for renewal prior to reactivation. IF YOUR LICENSE HAS BEEN ON INACTIVE STATUS FOR MORE THAN FIVE YEARS, you will be required to take the licensing exam again in order to reactivate, and you must take continuing education hours in addition to the hours required for renewal. IF YOU DO NOT KNOW YOUR INACTIVE DATE, CONTACT THE COMMISSION (785-296-3413 or [Norma.Rolfe@krec.state.ks.us](mailto:Norma.Rolfe@krec.state.ks.us)).